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A GUIDE TO  
ILLINOIS  
BOARD OF

**ETHICS**

AND EXECUTIVE ORDER 3-77

# Illinois Board of Ethics

## BOARD MEMBERS

**William F. Conlon**, Glencoe  
Chairman

**Martin S. Agran**, Arlington Heights

**Ellen Stanton Mulaney**, Chicago

## STAFF

**John Larsen**, Executive Director

**John Briska**, Staff Assistant

**Christina Scott**, Secretary

## Board of Ethics

State of Illinois Center

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Chicago, Illinois 60601

(312) 917-4100

## Introduction

Governor James R. Thompson established the Board of Ethics to administer a personal economic disclosure program covering approximately 7,000 appointees and employees under the terms of Executive Order 3 (1977), as amended. The Board consists of three members, all of whom are appointed by the Governor and serve at his pleasure. Members receive no compensation for their services, but are reimbursed for actual expenses incurred in the performance of their duties. The Governor designates the Chairman.



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Illinois governors have used the executive order since 1967 to establish and enforce ethical standards for officers and employees under their jurisdiction. Governors Kerner, Ogilvie, and Walker promulgated new orders or extended existing orders pertaining to governmental ethics and financial disclosure.

## Personal Economic Disclosure

**Who Must File** — The jurisdiction of the Board of Ethics typically extends to:

- a. Each appointed person subject to the Board's jurisdiction. \*  
(\* Does not cover members of the judicial branch and the General Assembly or an appointee to a board or commission which, in the judgment of the Board of Ethics, performs a purely advisory function.)
- b. Each employee in any subject agency if the employee has authority to sign vouchers or has major responsibility in any of the following areas: contracts, licenses, the financial inspection of regulated entities, the promulgation of rules and regulations, hearings or such other duties which the Board determines to have the potential for a material conflict of interest.

**What Must Be Filed** — Executive Order 3 (1977) requires disclosure of certain financial interests and associations which may create the potential for a conflict between the individual's

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official responsibilities and his or her personal financial interests. The following items are subject to disclosure:

1. Each business "entity" (defined in the Order to include sole proprietorships, partnerships, and corporations) in which the person filing the Statement has a beneficial investment having a value in excess of \$1,000. However, an investment consisting of corporate stock which is traded on a recognized exchange need not be disclosed unless its fair market value on the date of filing exceeds \$20,000.
2. Each entity from which the person has received income in the preceding calendar year for services rendered.
3. Each entity for which the person serves as an officer, director, partner, employee, or in any fiduciary capacity (also includes disclosure of not-for-profit entities other than those of a political or religious nature).
4. Each outstanding liability in excess of \$500 for borrowing by the person from anyone other than a state or federally regulated financial institution or a family member.
5. The location of all real property in Illinois (other than the personal residence) in which the person has a beneficial interest with a fair market value in excess of \$5,000.

6. The nature of any professional or occupational licenses held by the person.
7. All gifts and honoraria of an aggregate value of \$50 or more received in the preceding calendar year from any source doing business with or regulated by the State.
8. Any additional property, income, economic interest or association which creates or could give rise to a conflict of interest.

The Order also requires disclosure of the interests of the spouse and immediate family living with the person making the Statement. However, the Board may, on a case by case basis, determine the scope and application of this provision to alleviate undue hardship.

## **Compliance Activity**

Statements of Economic Interest are filed with the Board of Ethics by April 30 of each year or within 30 days of becoming subject to Executive Order 3 (1977), whichever is later. The Board reviews its records to identify persons in noncompliance with the Order and will make public the name of each person subject to the Board's jurisdiction who has failed, after due notice, to file a Statement. Compliance with the terms of Executive Order 3 has been excellent.

The term "Statement of Economic Interest" also identifies the form used by state and local officials and employees to comply with the



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disclosure requirements found in the Illinois Governmental Ethics Act (Ill. Rev. Stat. 1985, Ch. 127, par. 601-101 et seq.). While the disclosure requirements are different, some appointees and employees file disclosure statements under the Ethics Act and Executive Order 3 (1977).

Penalties — Executive Order 3 states: “The failure to make a timely filing of the Statement of Economic Interest, the willful making of a false, misleading or incomplete statement and the failure to cooperate with the Board shall be grounds for disciplinary action, including dismissal.”

## **Public Inspection of Statements**

Statements filed with the Board of Ethics are open to public inspection (including photoreproduction) to anyone who completes an inspection form. A copy of this form is maintained in the file of the person whose Statement is inspected and is available for inspection only by such person, the Board and the Board's staff.

## **Board Review of Statements**

Each Statement on file with the Board is checked for possible conflicts of interest or other impropriety as required by Executive Order 3. In those instances where potential conflicts are detected, the Board alerts the appointee or employee to the problem and seeks to resolve the conflict.

## Conflict of Interest Rulings

The Board of Ethics is mandated by Executive Order 3 (1977) to offer “reasonable assistance” to persons subject to its jurisdiction. In an effort to fulfill its responsibility to appointees and employees who have questions relating to potential conflicts of interest, the Board prepares interpretative letters in response to written inquiries from such individuals. By rule of the Board, all such requests are confidential as to the identity of the requester, although the Board may publish an ethics interpretation based upon the facts of a particular inquiry with sufficient alterations to protect the identity of the individual. Ethics interpretations are not advisory opinions of a legal nature, but are intended to serve as guides to appropriate conduct for persons in similar situations.

## Agencies Covered by Executive Order 3 (1977)

### Code Departments

Aging	Insurance
Agriculture	Labor
Alcoholism and Substance Abuse	Lottery
Central Management Services	Mental Health and Developmental Disabilities
Children and Family Services	Mines and Minerals
Commerce and Community Affairs	Nuclear Safety
Conservation	State Police
Corrections	Public Aid
Employment Security	Public Health
Energy and Natural Resources	Registration and Education
Financial Institutions	Rehabilitation Services
Human Rights	Revenue
	Transportation
	Veterans' Affairs

## Other Agencies, Boards and Commissions

Abandoned Mined Lands Reclamation Council	State Employees' Retirement System
Aeronautics Board	Endangered Species Protection Board
Ambulatory Surgical Treatment Center	Environmental Facilities Financing Authority
Licensing Board	Environmental Protection Agency
Arts Council	Board of Ethics
State Banking Board	Export Development Authority
Commissioner of Banks and Trust Companies	Farm Development Authority
Board of Boiler Rules	Office of the State Fire Marshal
Bureau of the Budget	Office of the Governor
Capital Development Board	Governor's Planning Council on Developmental Disabilities
Carnival Amusement Safety Board	Governor's Purchased Care Review Board
Civil Service Commission	Guardianship and Advocacy Commission
Clean and Beautiful Program Advisory Board	Statewide Health Coordinating Council
Coal Development Board	Health Facilities Authority
Board of Governors State Colleges and Universities	Health Facilities Planning Board
Commerce Commission	Historic Preservation Agency
Community College Board	Hospital Licensing Board
Board of Trustees of the State Community College of East St. Louis	Housing Development Authority
Comprehensive Health Insurance Board	Human Rights Commission
Court of Claims	Industrial Commission
Criminal Justice Information Authority	State Board of Investment
Development Finance Authority	Judicial Inquiry Board
State Board of Education	Juvenile Justice Commission
Educational Facilities Authority	Labor Relations Board
Educational Labor Relations Board	Liquor Control Commission
Board of Higher Education	Local Governmental Law Enforcement Officers Training Board
Independent Higher Education Loan Authority	Lottery Control Board
State Board of Elections	State Mandates Board of Appeals
Emergency Services and Disaster Agency	



Medical Center Commission  
Medical Determination Board  
Military and Naval  
    Department  
State Mining Board  
Minority and Female  
    Business Enterprise  
    Council  
Minority-Controlled and  
    Female-Controlled  
    Business Loan Board  
Board of Illinois State  
    Museum  
Board of Natural Resources  
    and Conservation  
Nature Preserves  
    Commission  
Department of State Police  
    Merit Board  
Pollution Control Board  
Prairie State 2000 Fund  
    Board  
Prisoner Review Board  
Property Tax Appeal Board  
Racing Board  
Board of Regents  
Board of Reimbursement  
    Appeals  
Board of Review  
State Sanitary District  
    Observer  
Savings and Loan Board  
Office of the Savings and  
    Loan Commissioner  
Board of Sponsors of  
    Governor's Scholars  
State Scholarship  
    Commission  
Southern Illinois University  
    Board of Trustees  
Sports Facilities Authority  
Board of Trustees of the  
    Teacher's Retirement  
    System

Technology  
    Commercialization Grant-  
    In-Aid Council  
State Toll Highway Authority  
Governor's Travel Control  
    Board  
Bi-State Development Agency  
Capital City Railroad  
    Relocation Authority  
Chicago Transit Authority  
Havana Regional Port  
    District Board  
International Port Authority  
Jackson-Union Counties  
    Regional Port District  
    Board  
Joliet Regional Port District  
    Board  
Kaskaskia Regional Port  
    District Board  
Lawrenceville-Vincennes  
    Airport Authority  
Metropolitan Fair and  
    Exposition Authority  
Mt. Carmel Regional Port  
    District Board  
Regional Transportation  
    Authority  
Seneca Regional Port District  
    Board  
Shawneetown Regional Port  
    District Board  
Southwest Regional Port  
    District Board  
Tri-City Regional Port  
    District Board  
Waukegan Port District  
    Board

## Examining and Licensing Boards and Committees

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Hearing Aid Consumer  
Protection Board  
Miners' Examining Board  
State Board of Plumbing  
Examiners  
Water Well and Pump  
Installation Contractors  
Licensing Board  
Architect Examining  
Committee  
Barber and Cosmetology  
Committee  
State Boxing and Wrestling  
Board  
Certified Shorthand  
Reporters Board  
State Board of Dentistry  
Detection and Deception  
Examiner Committee  
Funeral Directors and  
Embalmers Licensing and  
Disciplinary Board  
Land Surveyors Examining  
Committee  
Medical Disciplinary Board  
Medical Practice Examining  
Committee  
Committee of Nurse  
Examiners

Nursing Home  
Administrators Licensing  
Board  
Occupational Therapy Board  
Optometry Examining and  
Disciplinary Committee  
Optometric Technical Review  
Board  
State Board of Pharmacy  
Podiatry Examining  
Committee  
Private Detective, Private  
Alarm and Private  
Security Board  
Professional Engineering  
Examining Committee  
Psychologist Examining  
Committee  
Public Accountants  
Registration Committee  
Real Estate Administration  
and Disciplinary Board  
Social Workers Examining  
Committee  
Structural Engineer  
Examining Committee  
Veterinary Licensing and  
Disciplinary Board



Illinois Department of  
Central Management Services



Printed by Authority of the State of Illinois  
P.O. 64676, 2M, 1-88